

SPACE AND MISSILE SYSTEMS CENTER (SMC)
ADVISORY AND ASSISTANCE SERVICES
MANAGEMENT PLAN
January 19, 2001

1.0 PURPOSE

This management plan describes SMC's approach to managing the Advisory and Assistance Services (A&AS) portion of the contracted workforce. It defines SMC procedures for the management and use of A&AS in the Center. It also provides guidelines and procedures for ensuring compliance with government A&AS policies.

2.0 APPLICABILITY

This plan applies to A&AS contracts and tasks within the contracted workforce of SMC. The A&AS contractual vehicles in SMC include Technical Acquisition Support Services (TASS), Financial Acquisition Support Services (FASS), and Engineering, Analysis, Design, and Development (EADD II), as well as the contract with the Aerospace Corporation, a Federally Funded Research and Development Center (FFRDC).

3.0 CENTRALLY MANAGED A&AS CONTRACTS

3.1 TECHNICAL ADVISORY AND ASSISTANCE SERVICES (TASS)

3.1.1 TASS is 10 Blanket Purchase Agreements (BPAs) with large and small businesses based on GSA Federal Supply Service contracts to provide services in the following 6 areas:

- Systems Engineering and Integration
- Management Services
- Specialty Acquisition Support
- Integrated Logistics Support
- Computer Resources and Software
- Acquisition Security

Management Services competitions are restricted to small business BPA holders. All BPA holders can compete for delivery orders (DOs) in the other 5 areas.

3.1.2 Current TASS BPA holders are listed below. Each BPA holder has assembled a team of other contractors to enhance their ability to support SMC.

- AMCOMP
- ARINC
- bd Systems
- GRC International, Inc.
- LOGICON
- Computer Sciences Corp (Nichols Research)
- PRC (Litton)

3.1.3 The process to award a new TASS DO is depicted in Figure 1.

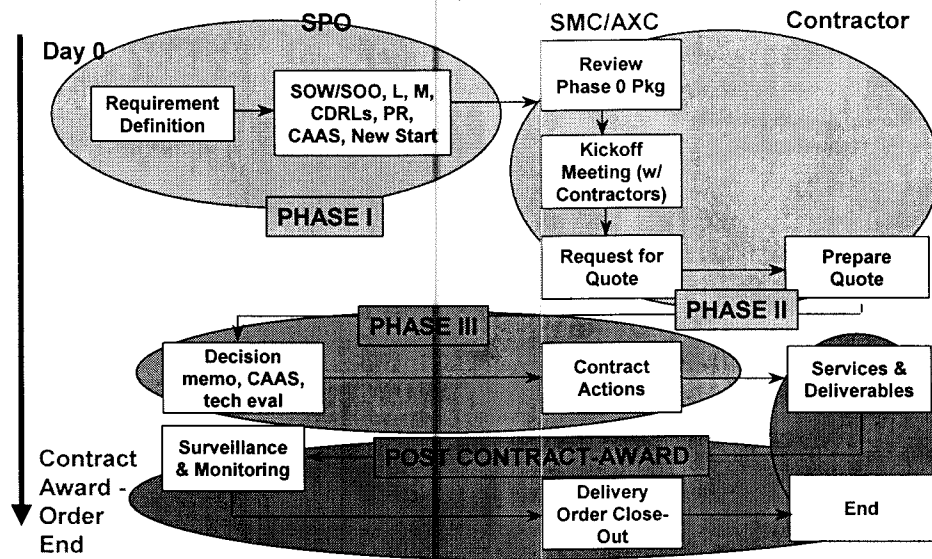


Figure 1: TASS/FASS Initial Process Flow

3.2 FINANCIAL ADVISORY AND ASSISTANCE SERVICES (FASS)

3.2.1 FASS is 6 Blanket Purchase Agreements (BPAs) with small business entities based on GSA Federal Supply Service contracts to provide services in the following 9 areas:

- Cost Estimating
- Cost-Related Research Training
- Acquisition Reports
- C/O/E Reconciliation
- Earned Value Analysis
- Price Based Acquisition
- ABC/M
- Total Ownership Cost
- Schedule Management

3.2.2 Current FASS BPA holders are listed below. Each BPA holder has assembled a team of other contractors to enhance their ability to support SMC.

ACT International
EER
MCR
MEVATEC Corp.
Sytex
Tecolote Research Inc.

3.2.3 The process to award a new FASS DO is depicted in Figure 1.

3.3 ENGINEERING, ANALYSIS, DESIGN, & DEVELOPMENT (EADD II)

3.3.1 EADD II provides technical support for pre-milestone 0 and TENCAP activities in the following areas:

- Modernization Planning
- Concepts, Roadmaps, Architecture Studies and Analysis
- Program Development Definition/Validation
- Leveraging and Exploitation
- Information Superiority
- Modeling, Simulation and Analysis
- Rapid Prototyping & Demonstration for Military Applications
- Exercise, Test & Evaluation, Demonstration & Contingency Support
- Configuration Management, Logistics, Sustainment and Transition Support
- Acquisition Security
- Doctrine, Tactics, Techniques and Procedures

3.3.2 Three cost plus award fee contracts were awarded, allowing individual task orders (TOs) to be competed among the three teams:

- SAIC
- Computer Sciences Corp (Nichols Research)
- Sparta

Each contractor has assembled a team of subcontractors to enhance their support to SMC.

3.4 AEROSPACE FFRDC

3.4.1 The Aerospace Corporation, through an annually incrementally funded research and development Air Force contract, operates an FFRDC that provides scientific and engineering support and is assigned responsibility for accomplishment of the General Systems Engineering and Integration (GSE&I), Technical Review, and Technical Support functions on specifically identified programs.

3.4.2 Requirements and instructions for placing work on the Aerospace FFRDC contract can be found in the FFRDC Users Guide, available on the internet at <http://ax.laafb.af.mil/~gowerj/top/topdoc.html>. Tasks must be fully described and documented in a Technical Objective and Plan (TO&P) before being placed on the contract.

4.0 CENTRALLY MANAGED A&AS CONTRACT MANAGEMENT

4.1 A&AS MANAGEMENT STRUCTURE

4.1.1 The Directorate of Systems Acquisition (SMC/AX) manages the A&AS effort with primary responsibility delegated to the Acquisition Contract Support Division (SMC/AXC). SMC/AXC works with several staff organizations in SMC including the Contracting directorate (SMC/PK), which provides contracting related support, and the Financial Management directorate (SMC/FM), which provides financial management support.

4.1.2 Apart from the centrally managed contracts, various SMC organizations have unique A&AS contracts. Furthermore some organizations in SMC have A&AS contracts and tasks that are funded by organizations outside SMC and several SMC organizations fund A&AS contracts outside of Los Angeles AFB (i.e. East and West Ranges, Falcon AFB). As SMC focal point for A&AS, SMC/AXC is responsible for providing guidance and policy to these organizations concerning A&AS. SMC/AXC also works with using organizations to develop waiver requests for SMC organizations to use other contracts outside of the centrally managed A&AS contracts. These waivers must be approved by SMC/AX.

4.2 MANAGEMENT TEAM

4.2.1 SMC/AXC has a consolidated team of Program Managers, Contracting Officers, Buyers, Financial Managers, and other contracting resources to manage and execute the centralized A&AS tasking in SMC.

4.2.2 Support from the TASS and FASS contractual vehicles are obtained by DOs containing a Statement of Work (SOW) or Statement of Objectives (SOO). These DO's are managed by a team composed of an A&AS Program Manager and Contracting Officer, the System Program Office Director (SPD) or delegated authority, the Functional Director (FD), the Functional Area Evaluator (FAE), and the contractors themselves.

4.2.3 The SPD or designated authority is responsible for utilizing all manpower resources to accomplish the mission, determining and justifying requirements for taskings on the centrally managed A&AS contractual vehicles, monitoring the organization's manpower support ceiling, and budgeting and providing funds in support of the contracted effort.

4.2.4 The FD is responsible for identifying requirements and requirement changes and projections to SMC/AXC, appointing qualified personnel to be FAEs, monitoring contractor deliverables, costs and performance, and evaluating the contractor.

4.2.5 The FAE is responsible for monitoring contractor deliveries, costs and performance, evaluating the contractor, and promptly surfacing problems to the FD and SMC/AXC Program Manager and Contracting Officer.

4.2.6 SMC/AXC is responsible for assisting organizations in SMC using centralized A&AS contracts, providing A&AS guidance and policy, developing and implementing local procedures, monitoring contractual and A&AS ceilings, resolving problems between contractor and the tasking organization, training FAEs and FDs, and answering higher headquarters concerns.

4.2.7 All government team members are responsible for ensuring the DOs adhere to A&AS policies and contracting terms and conditions.

4.2.8 The contractor is responsible for providing support to the government as contracted, monitoring and using team members or subcontractors, and billing the government for actual hours and costs.


4.3 SURVEILLANCE FOLDER

A surveillance folder is developed for each DO on TASS and FASS. A surveillance folder is also developed for each TO&P on the Aerospace FFRDC contract. The FAE establishes and maintains the folder in all cases. The folder contains regulations and guidance, task descriptions (SOW or TO&P), contractual documentation, surveillance records, FAE training records, CDRL items (including the DO Management Plan for TASS and FASS), and contractor performance evaluations. SMC/AXC performs periodic inspections to ensure proper surveillance is being performed.

5.0 NON-CENTRALIZED A&AS CONTRACTS

5.1 The goal in SMC is to reduce the number of existing A&AS contracts and, in turn, to reduce the administrative burden and cost of managing numerous service contracts. There are, however, other A&AS contracts not centrally managed by SMC/AXC. These contracts or tasks were initiated because the tasks are out of scope of the centrally managed contracts or the contract predates the centrally managed vehicles. SMC/AXC remains the focal point for A&AS in SMC. As such they provide guidance and policies to organizations managing these contracts. SMC/AXC also ensures these taskings do not exceed the A&AS ceilings in SMC.

5.2 If an organization or SPO believes that required A&AS work is out of scope of the centrally managed A&AS contracts they must obtain a waiver from SMC/AX before initiating any contract action. The waiver must indicate why the task is out of scope of the centrally managed contracts and that the SPO does not have the expertise or resources available organically. The SPD or delegated authority works with SMC/AXC to develop the waiver request for the non-centralized A&AS task.


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